

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Housing Authority of Jefferson County

**PHA Number:** IL059

**PHA Fiscal Year Beginning: (mm/yyyy)**04/01/01

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☐ Apply for additional rental vouchers:
  - ☒ Reduce public housing vacancies: **Marketing strategies and revitalization of apartments.**
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☐ Improve public housing management: (PHAS score)
  - ☐ Improve voucher management: (SEMAP score)
  - ☒ Increase customer satisfaction: **Increase resident services.**

- ☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - ☒ Renovate or modernize public housing units: **Continue Capital Fund plans.**
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- ☐ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
  - ☐ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Increase curb appeal of all apartments and neighborhoods through continued renovation and resident services.**
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families: **By giving preference to employed families and providing employment opportunities to residents through the HAJC's Section 3 program.**
- ☒ Provide or attract supportive services to improve assistance recipients' employability: **The HAJC will continue to work with supportive service agencies to improve assistance recipients' employability, i.e., Green Thumb, Job Training & Partnership Act (JTPA) and Earn Fare.**
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. **The HAJC will continue to work with supportive service agencies to increase independence for the elderly or families with disabilities, i.e., Opportunities for Access, Senior Services, and the Sunshine Center.**
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **In 1995 , through its Vacancy Reduction Program, the HAJC began to renovate small obsolete units to larger apartments that are accessible to persons with all varieties of disabilities. Today the HAJC continues this process through its Capital Fund Program.**
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan  
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

**Streamlined Plan:**

- ☐ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of Jefferson County has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Jefferson County Housing Authority.

The Mission of the Jefferson County Housing Authority is dedicated to provide this community with quality affordable housing that is decent, well maintained and free from drugs and violent crime. We endeavor to provide livable communities that are made up of a diverse range of economic incomes so that the children of these communities have role models and that are visibly striving to make economic gains for their families. We are committed to providing our residents with as many opportunities as possible to become economically self-sufficient. We shall do all of these things while serving our residents and neighboring citizens with the highest degree of professional courtesy, empathy and respect.

We also have adopted the following goals and objectives for the next five years.

**Goal One:** Manage the Housing Authority of Jefferson existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer under Housing and Urban Development Standards.

**Objectives:** 1. HUD will continue to recognize the Housing Authority of Jefferson County as a high performer by the FYE March 31, 2004.

2. The Housing Authority of Jefferson County will strive to make public housing apartments become competitive with private sector apartments. The HAJC will make the public housing units more marketable to the community as evidenced by an increase in our waiting list that will require a thirty day wait for housing available by March 31, 2004.

3. The Housing Authority of Jefferson County shall improve and promote a motivating work environment with a capable and efficient staff to operate as a customer friendly and judicious leader in the affordable housing industry.

**Goal Two:** Provide a safe and secure environment in all the Jefferson County Housing Authority's public housing developments.

**Objectives:** 1. The Housing Authority of Jefferson County will continue to reduce crime in its developments so that the crime rate is less than the surrounding neighborhood by March 31, 2004.

2. The Housing Authority of Jefferson County will continue to refine the working agreement of understanding between the City of Mt. Vernon Police Department, the Jefferson County Sheriffs Department and this agency. The purpose of this is to better define the problems of crime that occurs near each development and continue to develop strategies for identifying and reducing this problem.

3. Reverse the image of public housing from poor to productive communities.

4. Improve resident involvement through the Resident Advisory Board.

5. The Housing Authority of Jefferson County shall reduce its evictions due to violations of criminal laws by 20% by March 31, 2004, through aggressive applicant screening procedures.

**Goal Three:** Expand the range and quality of housing choices available to participants in the Jefferson County Housing Authority's Section Eight based assistance program.

**Objectives:** 1. The Housing Authority of Jefferson County shall establish a program to assist recipients program to become homeowners by March 31, 2004.

2. The Housing Authority of Jefferson County shall achieve and sustain a utilization rate of 95% by March 31, 2004, in its tenant- based program.

3. The Housing Authority of Jefferson County shall attract 5 new landlords who want to participate in the program by March 31, 2004.

**Goal Four:** Long term vacant public housing apartments will be brought online.

**Objectives:** 1. To house new eligible applicants.  
2. To assist in completion of modernization Program for obsolete public housing units.  
3. Provide space for Cooperative Agreements with Social Services Agencies to assist Public Housing applicants.

**Goal Five:** Provide continuous in service for staff and commissioners.

Our annual plan is based on the premise that if we accomplish our goals and objectives we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- We have adopted three local preferences--applicants who are working families within our county--victims of domestic violence-- and seniors and disabilities automatically get this preference.
- We have adopted an aggressive screening policy for public housing to ensure the best of our ability that new admissions will be good neighbors. Resident Advisory Board assists in reviewing applications. In Section 8 as well as Public Housing we are screening applicants to the fullest extent allowable while not reducing the Section 8 Landlords responsibilities. Our screening practices will meet all fair



- housing requirements.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50.00 by PHA Resolution 966.
- We have established a flat rent for all developments, PHA Resolution 9917.
- 
- In summary we are on course to improve the conditions of affordable housing.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection

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### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☒ Admissions Policy for Deconcentration (IL059A01)

- ☒ FY 2000 Capital Fund Program Annual Statement (IL059A02)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart (IL059A03)
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan (IL059A02)
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (IL059A04)
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (IL059A05)
- ☐ Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Policies
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership	Annual Plan:

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	programs/plans	Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	13%	5					
Income >30% but <=50% of AMI	10%	5					
Income >50% but <80% of AMI	10%	5					

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 2001
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy  
("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>
--

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	31		100%
Extremely low income <=30% AMI	26	84%	
Very low income (>30% but <=50% AMI)	5	16%	
Low income (>50% but <80% AMI)	0	0	
Families with children	21	70%	
Elderly families	01	03%	
Families with Disabilities	04	13%	
Race/ethnicity	14	45%	
Race/ethnicity	17	55%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	21		100%
Extremely low income <=30% AMI	21	100%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	12	57%	
Elderly families	3	14%	
Families with Disabilities	6	28%	
Race/ethnicity	9	42%	
Race/ethnicity	12	57%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	14	66%	
2 BR	7	33%	

Housing Needs of Families on the Waiting List			
3 BR		0%	
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**      **The HAJC's strategy for addressing the housing needs of families in the jurisdiction and the waiting list in the upcoming year is to attract mixed income and working families by continuing to make units more viable through modernization and increasing resident amenities.**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required



- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)  
**The HAJC has entered into Cooperative Agreements with Senior Service, Jefferson County Comprehensive Services and Opportunities for Access.**

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$580,285	Public housing operations
b) Public Housing Capital Fund	\$684,240	Public housing capital improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$354,594	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$81,833	Public housing safety/security
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	\$414,858	
<b>3. Public Housing Dwelling Rental Income</b>	\$366,562	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$2,482,372	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

**(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) **The HAJC staff verify all information for admission to public housing including income and source prior to being placed on waiting list.**

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) **The HAJC's Resident Advisory Board reviews potential applicants.**

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - ☐ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☐ Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☐ One  
☐ Two  
☒ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:  
☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☐ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### 1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

#### 4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

#### a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list) **Tenant Handbook**



b. How often must residents notify the PHA of changes in family composition?  
(select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☒ Actions to improve the marketability of certain developments

- ☒ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:

**Mays Manor IL59-01**

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:

**Mays Manor IL59-01**

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☒ Criminal and drug-related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug-related activity (list factors below) **Sexual Offenders List**
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☐ Other (describe below)
1. The Family's current address as shown in the HA's records.
  2. The name and address of the Family's current and prior landlords.
  3. Information about the Family concerning tenancy history of the Family members.

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

### **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If the applicant can show proof of extensive search for a unit with no successful results.

### **(4) Admissions Preferences**

- a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
  - ☐ At family option
  - ☒ Any time the family experiences an income increase
  - ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
  - ☒ Other (list below) 1. Any addition to family composition and/or their income to the household.
2. Income increase or decrease of more than \$30.00 per month.
3. Change in source of income.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?



## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

## B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	330	48
Section 8 Vouchers		
Section 8 Certificates	99	20
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	478	48
Other Federal Programs(list individually)		
FMHA/Rural Housing	12	2
Capital Fund	478	48

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Management Statement of Policies &  
Objectives/Maintenance/Pest Control Policy

(2) Section 8 Management: (list below)

Section 8 list

Section 8 Certificate & Voucher Programs

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes X No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes X No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- X PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) il059b01

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name il059b01

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below

<b>Designation of Public Housing Activity Description</b>
1a. Development name:

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment?



<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- X Yes ☐ No: Has the PHA has entered into a cooperative agreement with he TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
- X Client referrals
  - X Information sharing regarding mutual clients (for rent determinations and otherwise)
  - X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
  - ☐ Jointly administer programs
  - ☐ Partner to administer a HUD Welfare-to-Work voucher program
  - ☐ Joint administration of other demonstration program
  - ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- X Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- X Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Self Sufficiency Classes</i>	<i>10</i>	<i>Sign-Up</i>	<i>PHA Main Office</i>	<i>Public Housing</i>

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	N/A	N/A

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

## **C. Welfare Benefit Reductions**

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
  - ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies

- X Informing residents of new policy on admission and reexamination
- X Actively notifying residents of new policy at times in addition to admission and reexamination.
- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- X Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- X High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- X People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- X Safety and security survey of residents
- X Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- X Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- X Police reports

- ☒ Demonstrable, quantifiable success with previous or ongoing antirime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

IL059-01

IL059-02

IL059-05

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**IL059-01**

**IL059-02**

**IL059-05**

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**IL059-01**

**IL059-02**

**IL059-05**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: il059d01)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain?\_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]



Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☒ Not applicable  
☐ Private management  
☐ Development-based accounting  
☐ Comprehensive stock assessment  
☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
☒ Attached at Attachment (File name) il059e01  
☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.  
☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
☐ Other: (list below)

## B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

#### b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

#### c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

## C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **State of Illinois**  
**Consolidated Plan**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				



**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management						
Development Classification	Activity Description					
	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>

## DECONCENTRATION POLICY

The Housing Authority of Jefferson County (HAJC) shall make every effort to deconcentrate families of certain income characteristics within the PHA developments. To achieve this, the HAJC may offer incentives for eligible families having higher income to occupy apartments in developments which are predominantly occupied by eligible families having a lower income, and provide for occupancy of eligible families having lower incomes in developments predominantly occupied by eligible families having higher incomes. Incentives by the HAJC may allow for the eligible family to have the sole discretion in determining whether to accept the incentive and an agency may not take any adverse action toward any eligible family for choosing not to accept these incentives. The skipping of a family on the waiting list to reach another family to implement this deconcentrating policy shall not be considered an adverse action. As such, the HAJC will continue to accept applications and place the individuals on the waiting list. Selection will be made based on a combination of the local preferences and income target mix. Any eligible family who qualifies as higher income family may accept a dwelling unit assignment and be placed randomly in to a vacant housing unit.

The HAJC will track income mix in all developments and endeavor to avoid a concentration of higher or lower income families in any one building or development.

**Annual Statement****Capital Fund Program (CFP)****Part I: Summary**

Capital Fund Grant Number

FFY of Grant Approval: (11/2001)☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimate Cost
1	Total Non-CGP Funds	0.00
2	1406 Operations	0.00
3	1408 Management Improvements	37,524.00
4	1410 Administration	58,532.00
5	1411 Audit	0.00
6	1415 Liquidated Damages	0.00
7	1430 Fees and Costs	33,885.00
8	1440 Site Acquisition	0.00
9	1450 Site Improvement	0.00
10	1460 Dwelling Structures	538,349.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00
12	1470 Nondwelling Structures	0.00
13	1475 Nondwelling Equipment	15,950.00
14	1485 Demolition	0.00
15	1490 Replacement Reserve	0.00
16	1492 Moving to Work Demonstration	0.00
17	1495.1 Relocation Costs	0.00
18	1498 Mod Used for Development	0.00
19	1502 Contingency	0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$684,240.00</b>
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00
24	Amount of line 20 related to Energy Conservation Measures	0.00

**Annual Statement**

**Capital Fund Program (CFP)**

**Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-Wide Activities	Staff Training/Computer Software	1408	\$ 32,000
HA-Wide Activities	Security/Police Department and Resident Initiative Programs	1408	\$ 5,524
HA-Wide Activities	Administration Salaries/Expenses	1410	\$ 58,532
HA-Wide Activities	Architectural Fees	1430	\$ 33,885
IL-59-1 Conger	Repaint Interior & Exterior	1460	\$ 33,600
IL-59-1 Conger	Replace Windows	1460	\$ 78,000
IL-59-1 Conger	Replace Interior Doors	1460	\$ 26,400
IL-59-1 Conger	Replace Plumbing Fixtures	1460	\$ 102,000
IL-59-1 Conger	Replace Electrical Devices	1460	\$ 28,200
IL-59-1 Conger	Install New Flooring	1460	\$ 31,800
IL-59-5 Roselane	Renovate 2 Units	1460	\$ 34,627
IL-59-6 Ina	Replace Flooring in 18 Bathrooms	1460	\$ 30,775
IL-59-6 Ina	Replace Fixtures in 18 Bathrooms	1460	\$ 43,360
IL-59-6 Ina	Replace Electrical Devices in 18 Bathrooms	1460	\$ 15,300
IL-59-6 Ina	Replace Drywall and Repaint 18 Bathrooms	1460	\$ 12,426

**Annual Statement****Capital Fund Program (CFP)****Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
IL-59-7 Waltonville	Replace Flooring in 18 Bathrooms	1460	\$ 30,775
IL-59-7 Waltonville	Replace Fixtures in 18 Bathrooms	1460	\$ 43,360
IL-59-7 Waltonville	Replace Electrical Devices in 18 Bathrooms	1460	\$ 15,300
IL-59-7 Waltonville	Replace Drywall and Repaint 18 Bathrooms	1460	\$ 12,426
HA-Wide Activities	Computer Hardware	1475	\$ 12,500
HA-Wide Activities	Maintenance Tools	1475	\$ 3,450
			\$684,240

**Annual Statement****Capital Fund Program (CFP)****Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-Wide Activities	1/03	10/04
IL-59-1 Conger	1/03	10/04
IL-59-5 Roselane	1/03	10/04
IL-59-6 Ina	1/03	10/04
IL-59-6 Waltonville	1/03	10/04

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL-59-1	Conger/Cleveland St	24	16%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Repaint interior and exterior			33,600
Replace windows			78,000
Replace interior doors			26,400
Replace plumbing fixtures			102,000
Replace electrical devices			28,200
New flooring			31,800
Repaint interior and exterior			33,600
Replace windows			78,000
Replace interior doors			26,400
Replace plumbing fixtures			102,000
Replace electrical devices			28,200
New flooring			31,800
Repaint interior and exterior			33,600
Replace windows			78,000
Replace interior doors			26,400
Replace plumbing fixtures			102,000
Replace electrical devices			28,200
New flooring			31,800
Repaint interior and exterior			33,600
Replace windows			78,000
Replace interior doors			26,400
Replace plumbing fixtures			102,000
Replace electrical devices			28,200
New flooring			31,800
Total estimated cost over next 5 years			\$ 1,200,000

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
IL-59-2	Short Street	2	5%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
Interior plumbing (50%)				207,662	2003
Interior plumbing (50%)				207,662	2004
Total estimated cost over next 5 years				\$ 415,324	



### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
IL-59-3	Dix Housing	2	17%		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace smoke detectors				9,800	2002
Total estimated cost over next 5 years				\$ 9,800	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL-59-5	Roselane	3	3%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Install laundry facility			35,320
Replace site sewer (100%)			185,756
Renovate 2 units			36,971
Renovate 7 units			129,500
Renovate Community Building - Add 20 ft extension to dining hall			84,223
Total estimated cost over next 5 years			\$ 471,770

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL-59-6	Ina Housing	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Total estimated cost over next 5 years			\$0

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

[illegible]

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL-59	Management Needs	0	0%
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
			Planned Start Date (HA Fiscal Year)
Staff Training/Const. Inspection			32,000
Administration Salaries			58,532
A/E Fees			33,885
Security/Police Department			9,647
Resident/Tenant Election			5,000
Maintenance Tools			4,800
Mgmt/Maintenance Computers Upgrade/Hardware			9,500
Staff Training/Const. Inspection			32,000
Administration Salaries			58,532
A/E Fees			33,885
Security/Police Department			7,761
Vehicle			18,000
Office Equipment			10,000
Maintenance Tools			3,900
Resident/Tenant Election			7,500
Resident Initiatives/Job Recruitment			5,000
Total estimated cost over next 5 years			\$329,942

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
IL-59	Management Needs	0	0%
Description of Needed Physical Improvements or Management			Estimated Cost
Total Carried Over from Previous Page			329,942
Staff Training/Const. Inspection			32,000
Administration Salaries			58,532
A/E Fees			33,885
Mgmt/Maintenance Computers Upgrade/Hardware			6,590
Maintenance Tools			3,600
Resident Initiatives/Job Recruitment			5,000
Staff Training/Const. Inspection			32,000
Administration Salaries			58,532
A/E Fees			33,885
Security/Police Department			12,000
Resident Tenant Election			7,500
Vehicle			18,000
Maintenance Tools			3,600
Resident Initiatives/Job Recruitment			5,000
Total estimated cost over next 5 years			\$640,066

HOUSING AUTHORITY OF JEFFERSON COUNTY  
ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

EXECUTIVE DIRECTOR

Executive Director, Marsha Gibbons

*All Administrative Positions report directly to Executive Director*

*All Maintenance Personnel report directly to Maintenance Foreman,  
and Foreman to Director*

ADMINISTRATIVE ASSISTANT TO ED  
Linda Newell

RESIDENT SERVICE COORDINATOR  
NEW HIRE

SEC 8 & RURAL HOUSING/  
ASSITANT TO ED  
Janice Deplanty

GRANTS COORDINATOR  
Yvette Cooley

BOOKKEEPER/INSURANCE  
Tami Nordin

LEASING  
Sharon Knox

FOREMAN MAINTENANCE  
Warren Stark

TAR/SPCEIALIST  
Annette Woodward  
APPLICATION PROCESSOR  
New Hire

MAINTENANCE STAFF  
Prep/WO Dennis Frees  
Prep/WO Bill Eastham  
Prep Help Larry Brown  
Prep Help New Hire  
Paint/Extermination New Hire  
Grounds New Hire  
WO/Inventory Clerk Suellen Riley-Keen  
Custodian Robert Bass

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

**A. Amount of PHDEP Grant \$81,833**

**B. Eligibility type (Indicate with an "x")** N1 \_\_\_\_\_ N2 \_\_\_\_\_ R XX \_\_\_\_\_

**C. FFY in which funding is requested** 2001

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Housing Authority of Jefferson County, Illinois will provide drug prevention services and reduce substance abuse-related crime by providing increased security patrols, enhanced physical improvements via lighting security fencing, and resident programming activities. A combination of programs and services designed to eradicate and prevent drug use and abuse will be implemented through a Family Training & Activity Center located in our largest family development. The Center will also offer on-site entrepreneurial employment opportunities.

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Mays Manor IL59-01	150	192
Short Street IL59-02	50	45
Dix IL59-03	12	15
Roselane IL59-05	120	123
Ina IL59-06	24	47
Waltonville IL59-07	24	56

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months \_\_\_\_\_ 12 Months XX 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_



## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996	184,500	IL06DEP0590196	0	NONE	COMPLETE
FY 1997	114,000	IL06DEP0590197	0	NONE	COMPLETE
FY 1998	105,900	IL06DEP0590198	0	NONE	COMPLETE
FY1999	78,519	IL06DEP0590199	\$22,000.00	NONE	02/01

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**Security Services will patrol Housing Authority properties on a regular and continuous basis inside buildings, at building entrances, at parking lots, with resident leasing and occupancy related matters, at resident locations where identification is required. All services rendered will go beyond local law enforcement activities.**

**Reports will be issued regularly to the Board of Commissioners. Personnel will gather and maintain statistical and anecdotal information concerning the number of incidences of drug use/abuse, lease violations, occupancy related matters, and criminal activities at Housing Authority properties. Detailed monthly and daily logs will be maintained and reported at each PHDEP reporting period.**

**The Housing Authority will continue to provide safe and defense zones at our Family Training & Activity Center. Providing alternatives to drug use and abuse be the goal through the provision of structured programs, including microcomputer training with Internet accessibility, arts and crafts development, sewing classes, story hours, cooking classes, summer camps and support services.**

**The Housing Authority will continue to install security lighting and fencing to improve neighborhood lighting and remove criminal activity through environmental design.**

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2000 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	18,279
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	13,500
9150 - Physical Improvements (Lights/Fencing)	
9160 - Drug Prevention (FTAC)	30,054
9170 - Drug Intervention	
9180 - Drug Treatment	20,000
9190 - Other Program Costs (Coordination)	
<b>TOTAL PHDEP FUNDING</b>	<b>81,833</b>

## 3\_\_PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9120 - Security Personnel					Total PHDEP Funding: \$18,279		
Goal(s)	To provide continous patrol and enforcement services at Housing Authority Properties						
Objectives	To reduce the number of incidences of drug use/abuse and leasing and occupancy violations.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Patrol 6 P.M. – 2 A.M.			7/00	7/01	18,279		Daily/Monthly Stats
2. Reduce Evictions			7/00	7/01			Eviction Logs
3.							

9150 - Physical Improvements	Total PHDEP Funding: \$13,500
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Goal(s)	Decrease criminal activity through environmental design (i.e. increased exterior lighting)						
Objectives	Improve recognition of units by Emergency Personnel and deter criminal activity						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Install lights/fencing			7/00	12/00	13,500		Contract Comp. 12/00
2.							
3.							

<b>9160 - Drug Prevention</b>	<b>Total PHDEP Funding: 30.054</b>
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Goal(s)	Provide structured programming and entrepreneurial resident employment opportunities year round.						
Objectives	Promote learning, skill development and self-sufficiency through alternative activities.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. M-F 4-8 P.M. FTAC	120	465	7/00	7/01	30,054		# SERVED
2. Computer Education	24	465	7/00	7/01			# EDUCATED
3. Employment Oppt.	2	28	7/00	7/01			# EMPLOYED

<b>9190 - Other Program Costs</b>	<b>Total PHDEP Funds: 20,000</b>
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Goal(s)	Provide Resident coordination of program services.						
Objectives	Coordinate umbrella of services and provide mentoring to residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Retain F/T Coordinator			7/00	7/01	20,000		2080 hrs. per annum
2.Referal services			7/00	7/01			Refer 24 resident 1 <sup>st</sup> yr.
3.							

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	

9110				
9120 SEC	1	18,279	2	18,279
9130				
9140				
9150 PHY	1	13,500	1	13,500
9160 DP	1 3	30,054	2	30,054
9170				
9180				
9190 COORD	1	20,000	2	20,000
<b>TOTAL</b>		\$81,833		\$81,833

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

**MEETING OF THE RESIDENT ADVISORY BOARD  
HOUSING AUTHORITY OF JEFFERSON COUNTY**

**MINUTES**

**Monday, November 20, 2000**

Chairman, Estella Ross, called the meeting to order.

Officers in attendance were Estella Ross, Thelma Gulley, Danny Kelly, Mary Hooper, & Gloria Harbor

Others attending were: Maxine Douglas, Mary Helen Bigsby, Angela Haller, Ruth Lankford, Pat Douglas, Irene Shelton, Hannah Neel, Frieda Poropat, Laverne Bitner, Mary Alice Lankford, Annie Tucker, Marsha Gibbons & Linda Newell

**MINUTES – OCTOBER 16, 2000 MEETING ACCEPTED**

The floor was opened for any comments about the preceding month's minutes (copies provided). There were no comments. Following review, motion was made to accept the October 16, 2000 minutes as written by Danny Kelly, seconded by Thelma Gulley and approved by unanimous vote.

**EXECUTIVE DIRECTORS REPORT**

**ACOP Manual Changes**

Copies were provided for resident comment of a summarized plan of changes mandated by HUD to the ACOP policy. It included a Mission Statement & was posted in the lobby areas on October 27, 2000 for public review. HAJC updates annually or as HUD requires.

ED Gibbons opened the floor for any questions the residents might have. Mary Hooper inquired as to procedure for questions or changes a resident may have & how they should be addressed. ED Gibbons said any inquiries should be "in writing" to her attention for further review.

Further comment offered by ED Gibbons pertained to Chapter 4- Tenant Selection & Assignment Plan. Deconcentration regulations may cause an applicant to be offered something they do not want. They may decline, but if there are vacancies, they can be offered. Documentation, "in writing", of hardships or reasons for refusal of a certain offering may be only way around this revised procedure.

**Annual Plan** (Mission Statement)

Copies of a Preliminary Annual Plan were provided. ED Gibbons explained this plan is required 75 days in advance of the new fiscal year. This report shows objectives & goals for HAJC. We are striving to do a better job & continue improvement of relationships with tenants. She said resident comments are welcomed – but stressed they should be "in writing" for documentation purposes.

Following review of the plan by this Advisory Board, there will be a resident meeting where the information will be offered to anyone interested in attending. The same will be done for the Comp. Grant & Drug Elimination programs as well.

This process is required annually, whether there are any changes or not.

#### **Way of Lights Trip to Our Lady of the Snows – December 4**

Chairman Ross reminded those present of the bus trip to Our Lady of the Snows.

#### **Breakfast with Santa – December 15 at Rose Lane**

Once again, HAJC will offer Breakfast with Santa from 10:00 a.m. to 2:00 p.m. for residents. ***Residents should make their own reservations if they wish to have SCT bus provide transportation.***

#### **Review & Award Winner – Youth “Thanks” Program**

There were no entries.

#### **Volunteers “Thrifty Mart”**

ED Gibbons said we plan a grand opening & ribbon cutting soon for the new Thrifty Mart. Its sole purpose is to provide a place where anyone needing to purchase good clean clothing & household items can do so at a “reasonable” cost. Also, it will provide “proper attire” for job or school interviews & winter coats, gloves, & scarves to those in need.

Doris Dodson, a worker through Green Thumb, will be working in the shop, but we will have to have volunteers as well. All other not-for-profit entities in Mt. Vernon such as this are manned completely by volunteers. Gloria Harbor, Thelma Gulley, Danny Kelly & Mary Alice Lankford said they would assist whenever their schedules allowed.

#### **Thanksgiving Dinner – November 21 at Rose Lane**

Those present were reminded of tomorrow’s Thanksgiving Dinner & asked to please use the front door only. There will be door prizes, so we need only one entrance used so everyone is signed up.

#### **RESIDENT COMMENTS:**

##### **Bulletin Boards Needed:**

It was suggested that more bulletin boards be installed. There should be one in each 18-unit building as well as in the Rec. Room areas. The Sunshine Center, churches & other area agencies could use these to get information to the tenants. It was also suggested that Advisory Board Meeting notices be posted at Rose Lane & Short Street.

#### **Remodeling Comments/Thank You:**

##### **Thank You:**

Irene Shelton said she wished to thank everyone involved in the project at 4303 Rose Lane – the new paint, & washers & dryers are “wonderful”.

-She asked if a shelf or table could be installed above washers & dryers to hold the detergent. ED Gibbons said we would install a rack & a dowel for hanging clothes – like what is in the Main Laundry Room.

ED Gibbons said all 18-unit buildings would be refurbished as time allows. When the work is completed, we must restrict use of shopping carts inside the buildings. Much damage has already been done to some of the new renovations.

**Chair Rail:**

-It was suggested that chair rail be installed prior to return of the chairs in the hall. Since the walls look so nice, the tenants said they don't want them ruined again.

**Mail Carrier Notification:**

-Reminder was made that the post office should be notified prior to 4303 & 4307 being closed off for the floor work.

**Coat Racks:**

Asked about coat racks, but it was reported this has already been taken care of.

**Dumpsters:**

-The two dumpsters across from 4218 Rose Lane need railing or some means to keep from rolling. They could roll into parking area.

ED Gibbons said wood enclosures such as those across from 9th Street office are under consideration.

-Dumpster at 4212 Rose Lane should be returned since construction work is now complete. Midwest Waste will be notified.

**Holes in Yards:**

Mary Hooper reported several holes in the yard in front of her apartment. She has one bad one marked with a stick & string. She said Kym had called Maintenance, but we will follow up as well to make sure this is corrected.

ED Gibbons said the tree roots of those trees mentioned at last meeting, which need to be removed, probably caused the holes. She told those present this is why everyone should be reminded to always use sidewalks, to avoid injuries.

**Parking:**

Thelma Gulley said the new parking areas are very nice & much appreciated.

Annie Tucker questioned whether service workers (such as from Addus) could use the tenant's parking spots.

ED Gibbons said everyone should always use "common courtesy". Naturally, residents should have access to the closest spots. All others should park away.

-Discussed a sign at 4303 Rose Lane might be helpful "Residents only– all others park on street – will be enforced".

It was asked if visitors could park in the tenant spots.

Again, ED Gibbons stressed "common courtesy" always. There are 23 spots along the street. She said she realizes parking can be a problem, but if common sense & courtesy are used, it should work. The only way to get more spaces would be to eliminate lawns.

Maxine Douglas reported a tenant who lives on the other side of the block from her recently parked her car in front of Maxine's house sometime after 3 a.m.

ED Gibbons said if this type of behavior is ever an inconvenience to a resident, they should call either the police department or our security officer. He can tag the vehicle & it will be moved within 24 hours.

**NEXT ADVISORY BOARD MEETING:**

The next meeting of this board will be December 18<sup>th</sup>, 10:30 a.m. at Rose Lane Rec. Room & lunch provided by Sunshine Center. **Reservations will be required as soon as you receive your notice so arrangements can be made.**

**ADJOURN**

There being no further business, Thelma Gulley made the motion to adjourn, seconded by Gloria Harbor & the vote was unanimous.

Meeting adjourned.

cc: Warren, Yvette



**MEETING OF THE RESIDENT ADVISORY BOARD**  
**HOUSING AUTHORITY OF JEFFERSON COUNTY**

**MINUTES**

**Friday, December 15, 2000**

Chairman, Estella Ross, called the meeting to order. She expressed her thanks for how members of this board have worked together so well this past year. She went on to express how much she has enjoyed all the trips & other activities made possible through cooperation and planning by the Resident Advisory Board and HAJC staff. All present agreed 2000 has been a very successful year in building stronger relationships.

Officers in attendance were Estella Ross, Thelma Gulley & Mary Hooper

Others attending were: Irene Shelton, Pat Douglas, Mary Alice Lankford, Vivian Byars, Nelda Rowe, Yvette Cooley, Sharon Knox, Marsha Gibbons & Linda Newell

**MINUTES – NOVEMBER 20, 2000 MEETING ACCEPTED**

Copies of last meeting's minutes were provided. No changes or corrections were requested. Motion was made by Thelma Gulley and seconded by Mary Alice Lankford to accept the minutes & the vote was unanimous. Motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

**ACOP Manual Changes**

Copies with the latest revisions recommended by the Board of Commissioners were provided for resident comment of a summarized plan of changes mandated by HUD to the ACOP policy. It included a Mission Statement & has been posted in the lobby areas since October 27, 2000 for public review. There were no public comments offered. The HAJC Board of Commissioners accepted this resolution at this week's meeting. The summary will be in place in the Main Office lobby & the policy manual is available upon request.

ED Gibbons opened the floor for any questions the residents might have. There were none.

**Way of Lights Trip to Our Lady of the Snows– December 4**

There were 45 residents and 6 staff members who attended the trip to Our Lady of the Snows. Occupants of the "family" bus, whose heater was defective, were transferred to the "adult" bus. Several present today reported enjoying the kids, saying they were "delightful". They expressed the thought that it is a good idea to mix all ages. They reported enjoying watching the little ones so much and stated they were all so well behaved that the parents must be doing a good job raising them.

Another thank you went to Pat Douglas and Thelma Gulley who made arrangements to have the Rose Lane Rec room open late for anyone needing the availability.

### **Grand Opening “Thrifty Mart” – December 6, 2000**

ED Gibbons reported the Chamber of Commerce ribbon cutting & grand opening of the Thrifty Mart was held December 6<sup>th</sup>. She said that at the present time, the shop is open only three hours daily. Considering only one part time individual and volunteers have been staffing it, it has done pretty well already.

Yvette reported Angels on Assignment have made a donation of two truckloads of clothing for the Thrifty Mart. We will prepare a thank you letter for members of this board to sign.

### **Koats for Kids**

The King City Harley Owners Group Chapter has donated \$100.00 toward the purchase of coats for children in need. This money will be deposited in the Operation Uplift account & utilized for this purpose. Any requesting family will be required to complete a form indicating their income and need. These requests will then be brought before this Resident Advisory Board for approval.

One coat has already been purchased and provided thru the program.

### **Review of Annual Plan, Capitol Funds & Drug Elimination for submission to HUD**

#### **Annual Plan & Capitol Funds:**

Yvette Cooley presented this report. HUD requires annual updates on these programs. Today's meeting was advertised with the local media for resident and/or public comment. She provided copies of a report to be submitted to HUD via Internet. She pointed out it included administrative fees as well as actual cost figures for projects planned.

She explained that the Capital Fund, formerly called Comp Grant, is used for physical changes, using contractors for things like the sidewalks, etc.

She said the year 2000 money is in place, but monies available are limited. Some of the work is tentatively planned, however, may be changed. None of it is “set in stone”. The jobs in the 5 Year Plan can move as priority demands.

She stressed that all suggestions are greatly appreciated from residents.

Resident Lankford and RAB Director Gulley expressed a desire to see windows replaced at Rose Lane because air comes in around them, prior to remodeling of the Rec Room there.

ED Gibbons said the windows could come first, but all residents should be aware that “all windows development wide” couldn't be done at once. The project must first wait for warmer weather and tenants may be inconvenienced while their unit is worked on. They were reminded they should “bear with us” as the jobs are completed. She said we might wait to do some of the windows as the unit becomes available.

Director Gulley questioned who would be responsible for removal of air conditioning units during the window replacement projects.

She was told this would be included in the contractor's contracts to be done by them.

Yvette told the group a Physical Needs Assessment is where she comes up with the ideas for this report. She said architects come onsite & make suggestions as well as our Maintenance personnel and she takes into account resident comments.

ED Gibbons said the sidewalks are already in '1999' money, but it will be spring before that work can be completed.

Yvette said bathroom work in the Waltonville developments is very much needed.

Chairman Ross said the newly painted hallways at Short Street look very good.

Yvette reported she has a new security company working with the Short Street complex. This company has a local rep., which should help solve some of the problems encountered with the previous out of town technical support company.

She again opened the floor to any comments. She told those present if they thought of ideas later, they should put them in writing, to her attention, or they can call her at any time. If she is unavailable by phone, they should leave a message. Her plans are to eventually get all the needed work done.

#### Drug Elimination Application:

Under the Drug Elimination discussion, Yvette said most monies under this Grant has been, and will continue to be, targeted toward the Mays Manor area, as that is where the need is. She will be applying for the 2001-02 Grant. One suggestion that has been made by a board member is to build an indoor basketball court, which could be used by the community as well as HAJC residents.

Funding from this Grant could also be used for security, lighting, fencing, etc. and could include the Rose Lane development. Yvette said she feels lucky we have been receiving funds from this grant since 1996 and they continue each year.

No further questions or comments regarding Review of the Annual Plan, Capitol Funds or Drug Elimination submission to HUD were offered.

#### **RESIDENT COMMENTS:**

##### Thank You:

Applause was offered as a thank you to our Maintenance staff for all their hard work clearing the snow & ice during the past several days.

##### Caroling (locations changed):

Due to a scheduling problem at the Rose Lane Rec Room, other locations had to be found for Saturday's youth carolers. Copies of a memo were provided with the following caroling schedule changes: 4303 Rose Lane at 1:00 P.M. and at 4212 Rose Lane at 1:45 P.M.

Laundry:

Irene Shelton again expressed appreciation for the new laundry facilities. She questioned whether residents' workers could use them & was told they should always use common courtesy— and never inconvenience a resident.

Times for using the machines were questioned & it was decided by this board, hours should be limited to 8:00 A.M. to 6:00 P.M. A sign will be posted to this effect. Never should anyone use them late at night or at times that the noise would bother residents living nearby.

Media:

Mary Kaye Davis of the Register News published an interview done with two residents, Ruby Mauldin and Danny Kelly about improvements at HAJC and how happy they are to live here. (Article attached)

Pat Douglas said she has been happy to see so much good press recently about HAJC.

Yvette said we will continue to publicize our improvements and the good things HAJC offers so as to encourage better applicants & obtain better residents as a result.

Additional Director:

Thelma Gulley reported having found no interest by any residents of filling the one vacant position on this Resident Advisory Board at either Ina or Waltonville.

Closing Comments:

Chairman Ross said she again wanted to say how much she has enjoyed the trips and other HAJC activities during the past year and that anyone who doesn't participate just misses the fun.

Yvette said the "oohs" and "ahs" from the children at the recent Way of Lights trip were worth all the work. Others agreed the "kids are our future" and they liked having the kids with them. It was stressed that everyone should work together and ideas are always wanted.

Pat Douglas stated we all need to have the enthusiasm of Chairman Ross.

ED Gibbons reported the possibility of a trip to the St. Louis Zoo during the summer might be considered. Some present said they feel older persons might consider taking responsibility for the youth in cases where parents were unable to go.

Chairman Ross & Mary Alice Lankford both expressed how much they enjoyed last summer's Sweet Corn Watermelon Float and the "togetherness" with other tenants it afforded.

**ADJOURN**

There being no further business, Thelma Gulley made the motion to adjourn, seconded by Pat Douglas & the vote was unanimous.

Meeting adjourned.

cc: Warren, Yvette